

COLUMBUS STATE

COMMUNITY COLLEGE

2024–2025

**STUDENT HANDBOOK:
Rights and
Responsibilities**

www.csc.edu/services

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College Policies and Procedures

For the most current policies and procedures at Columbus State Community College, please refer to:

[csc.edu/policy](https://www.csc.edu/policy)

Academic Calendar

[csc.edu/academics/calendar/](https://www.csc.edu/academics/calendar/)

This is the Academic Calendar, which includes dates, deadlines, fee payment deadlines, holidays and other school closing dates.

Sexual Harassment (Title IX), Discrimination and Retaliation

The Compliance Office oversees the College's policies, procedures and initiatives related to sexual harassment (which includes domestic violence, dating violence, stalking and sexual assault), reasonable modifications for pregnancy and pregnancy-related conditions pertaining to students, lactation support for employees and students, discrimination and harassment based on a protected class and specific types of retaliation to support a healthy, welcoming and respectful learning environment for all members of our college community.

For additional information about policies, procedures, resources, other supports related to sexual harassment, discrimination, the types of retaliation Compliance addresses and reporting requirements, please see <https://www.csc.edu/services/title-ix/>.

You also may contact a representative of the Compliance Office via the contact information listed at <https://www.csc.edu/about/equity-compliance/>

Concerns or reports regarding discrimination based on a protected class, sexual harassment and retaliation may be submitted via the secure online form at: <https://www.csc.edu/complianceconcern>.

Requests for reasonable modifications related to pregnancy and pregnancy-related conditions for students and requests for lactation supports for students or employees may be sent to: titleixcoordinator@csc.edu

Title IX Notice of Non-Discrimination

Columbus State Community College prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Inquiries about Title IX may be referred to Columbus State's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (<https://ocrcas.ed.gov/contact-ocr>) or both.

Columbus State's Title IX Coordinator is Joan Cook.

Mailing Address: 550 E. Spring St. Columbus, OH 43215

(Meetings can be arranged in-person across multiple Columbus State locations.)

Email addresses: jcook60@csc.edu and TitleIXCoordinator@csc.edu

Phone number: 614.287.2636.

Columbus State's discrimination policies and procedures are located at <https://www.csc.edu/services/title-ix/policies.shtml>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the policy and procedure linked above and complete the secure online form at: <https://www.csc.edu/complianceconcern>.

Americans with Disabilities Act

[csc.edu/about/policies-procedures/3-41.pdf](https://www.csc.edu/about/policies-procedures/3-41.pdf)

The Americans with Disabilities Act (ADA), the Americans with Disabilities ACT Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Columbus State Community College to comply with all federal and state laws concerning the employment, application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment of persons with disabilities.

It is also the policy of Columbus State Community College to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College sponsored programs or services who have disabilities. This policy speaks primarily to requesting a reasonable accommodation for a disability.

For additional information, please be sure to visit Accessibility Services at <https://www.csc.edu/services/disability/>.

Workplace/College Violence

[csc.edu/about/policies-procedures/3-45.pdf](https://www.csc.edu/about/policies-procedures/3-45.pdf)

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and educational environment in which to discuss workplace/college violence and seek assistance with those concerns. It is the goal of Columbus State Community College to provide a workplace and educational environment in which violence of any kind is neither tolerated nor excused

Clery Reporting Requirements

[csc.edu/services/police/clery-crime-alerts.shtml](https://www.csc.edu/services/police/clery-crime-alerts.shtml)

Federal legislation requires Columbus State Community College to maintain data on the types and number of crimes on College property as well as policies dealing with campus security. The Columbus State Police Department is responsible for the Clery Crime Statistics and Information (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, United States Code 20 U.S.C. 1092 [f]), and the Annual Security Report which is produced in collaboration with a cross-campus Clery Compliance Committee. To access this information, contact Columbus State Police Department, Delaware Hall 047, or [csc.edu/services/police](https://www.csc.edu/services/police).

For the most recent Clery Report, please visit <https://www.csc.edu/services/police/clery-crime-alerts.shtml>

Grade Grievance

[csc.edu/about/policies-procedures/5-09D.pdf](https://www.csc.edu/about/policies-procedures/5-09D.pdf)

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class or failed to follow the grading policy as stated in the course section syllabus.

To see this specific policy, please move to Page 5.

Student Travel Policy

[csc.edu/about/policies-procedures/7-03n.pdf](https://www.csc.edu/about/policies-procedures/7-03n.pdf)

[csc.edu/about/policies-procedures/7-03E.pdf](https://www.csc.edu/about/policies-procedures/7-03E.pdf)

Columbus State Community College recognizes the many benefits of student travel and field trips, by providing numerous educational and college programs for students including but not limited to course related travel, and student athletic travel. The Student Travel Policy (7-03) applies to all students and/or student groups who travel with college approval in support of the college mission and student learning. If there are additional questions, please forward them to studenttravel@csc.edu

Student Code of Conduct

csc.edu/about/policies-procedures/7-10.pdf

csc.edu/about/policies-procedures/7-10G.pdf

Columbus State Community College has a high standard of conduct for members of its College community, including students. Consistent with the educational mission of the College, students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the College, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of the College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the College. In addition to these rules, the behaviors enumerated under the Student Code of Conduct may result in penalties up to and including expulsion from the College. Should the concern involve allegations of violations of students' civil rights by employees, including but not limited to sex-based harassment, which includes sexual violence, the matter will be referred to the College's Compliance Office for disposition.

The Office of Student Conduct (OSC) is a resource designed to help students, faculty, and staff understand the values that set Columbus State apart: Learning, Leadership, Inclusion, and Student Success, among others. The Office of Student Conduct strives to assist in the transformative educational experience through advocacy for student rights and college policies, as well as providing students with opportunities to be accountable to themselves, Columbus State, and their communities.

For additional information, please be sure to visit the Office of Student Conduct at

csc.edu/services/student-conduct/

Written Student Complaints

csc.edu/about/policies-procedures/7-13.pdf

csc.edu/about/policies-procedures/7-13a.pdf

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address their specific concern or complaint, Columbus State Community College accepts and maintains records of formal written complaints filed, which can be submitted at this link: https://cm.maxient.com/reportingform.php?ColumbusStateCC&layout_id=29.

For additional support, please see the following site:

csc.edu/services/student-advocacy/student-issue-support.shtml

Food and Beverage on Campus

csc.edu/about/policies-procedures/13-02.pdf

With the exception of the educational requirements for a course, food and beverages are prohibited in classrooms, lecture halls, laboratories, the library, gymnasium and its adjacent rooms, locker room areas, restrooms, hallways and elevators. Food and beverages are permitted in designated lobbies and lounges only.

To see this specific policy, see Part (B).

Animals on Campus

csc.edu/about/policies-procedures/13-03.pdf

csc.edu/about/policies-procedures/13-03A.pdf

This policy is intended to assure the College mission is not disrupted by a visiting animal, to protect humans from injuries and disease from animals, to protect the health and welfare of animals brought on the College campus, and to assure compliance with federal, state, and local regulations. This policy applies to individuals seeking permission to bring an animal not owned by the College onto campus for a temporary period of time.

Children on Campus

csc.edu/about/policies-procedures/13-11.pdf

Children fourteen (14) years of age and under must be accompanied and attended by an adult while on campus, unless enrolled or seeking enrollment in a Columbus State Community College program, in accordance with Ohio Department of Education regulations. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children shall not be left unattended in automobiles.

To see this specific policy, see Part (C).

Smoking on Campus

csc.edu/about/policies-procedures/13-13.pdf

The use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned properties including parking lots, garages and all outside areas. The College is committed to promoting a healthy lifestyle and workplace environment and will support employees and students in their efforts to reduce or discontinue the use of tobacco products.

Notices on Campus

All students must follow the solicitation guidelines of the College. Any flier, poster or other publicity material for students and student clubs and organizations must be approved by Student Engagement and Inclusion, Nestor Hall 116, before it can be posted on designated College bulletin boards on campus. Any materials not approved may be removed. For the Delaware Campus and Regional Learning Centers, please contact the site supervisor for assistance.

Information Technology

csc.edu/about/policies-procedures/15-01.pdf

The Information Technology (IT) department provides technology resources and supports for the College community. Policies and procedures governing the usages of technology resources, social media platforms, and online engagement are accessible for all College community members.

Social Media Guidelines

csc.edu/about/policies-procedures/Social%20media%20guidelines.pdf

Specific guidelines for institutional social media accounts (recognized students groups or institutional groups representing the College.)

Selective Service Registration

In accordance with Section 3345.32 of the Ohio Revised Code, if you are a male resident of Ohio, are less than 26 years of age, and are enrolling for courses at Columbus State Community College, you must provide the College with current information concerning your status with the Federal Selective Service System. Even if you are an Ohio resident for fee purposes, if you fail to provide the College with this information, you will be charged a tuition surcharge equal to that of a non-resident student. Information about Selective Service is available at www.sss.gov.

If there are additional questions, please direct them to information@csc.edu or call 614-287-5353

Severe Weather Policy

csc.edu/about/severe-weather.shtml

In the event that Columbus State must close or alter its operating schedule because of severe weather or other emergencies, an announcement will be broadcast on WBNS-TV (10), WCMH-TV (4), WSYX-TV (6), and WTTE-TV (28). Students can also sign up for text message alerts at csc.edu/services/rave/

Voter Registration

library.csc.edu/vote/voter_info

As a Voter Friendly Campus, Columbus State encourages students to be informed and engaged participants in our democracy at the local, state, and federal levels of government. Voting resources are provided by the Library, including information about Columbus State Voter Registration Day events where staff are on hand to answer questions. Students can register to vote online through the [Ohio Secretary of State's Office](#).

Anti-Hazing Policy

csc.edu/about/policies-procedures/13-14.pdf

csc.edu/about/policies-procedures/13-14C.pdf

The safety of the College community is a priority and Columbus State prohibits all acts of hazing. This policy applies to all members of the College community, including faculty, staff, students, volunteers, student organizations and groups, and athletic teams as well as other licensees and invitees. This policy also applies to conduct that occurs on or off-campus, between two or more people who are affiliated with the College and to behavior conducted online, via e-mail or through electronic media.

Free Speech and Expression under the First Amendment

csc.edu/campus-life/free-speech/

College is meant to be a place where people can freely share ideas and opinions. But what happens when we don't like what we hear? And what if this happens outside of the classroom? Here's what you need to know about free speech and expression in public areas.

For additional information, please see the [Ohio FORUM act](#).